

Summary

Job title	Educational Technology Administrator
Division	Medical Sciences
Department	Medical Sciences Divisional Office
Location	Sherrington Building, Parks Road, Oxford (hybrid working supported once established in role)
Grade and salary	Grade 5: £31,459 - £36,616 per annum (pro-rata for part-time)
Hours	Part time (50% FTE)
Contract type	Permanent
Reporting to	Damion Young, Senior Educational Technologist
Vacancy reference	176135
Additional information	

The role

Medical Sciences Division Learning Technologies (MSDLT) is a small team of learning technology staff within the Medical Sciences Divisional Office.

Our role is to help staff to use technology to enhance teaching, learning and assessment. From delivering an online exam or help with getting lecture materials online, to creating interactive simulations, online experiments and even developing AI-enabled activities.

Our services:

- Support for centrally provided tools like Canvas and Inspira. We also provide and support MSD specific tools like Speedwell and Accredible. Where existing tools don't meet a need, we work with course teams to develop bespoke software.
- Help with both in-person and distance education. We work closely with an increasing number of largely or fully remote PGT courses – from a few days self-paced learning to fully award-bearing masters' courses.
- Advice for course teams on how to improve their courses' digital education footprints, during initial development and as part of regular reviews.

As an Educational Technology Administrator, you will help MSDLT with the administration and content management of a wide variety of digital tools for assessment and teaching and learning. The bulk of this



work will be with online exams, including with the University's online assessment system, Inspira, and with teaching content in the virtual learning environment, Canvas.

The role is primarily administrative but there will be plenty of opportunities to develop new skills, in areas such as: web development and content management, learning technologies and/or educational development, and training others in the use of learning, teaching and assessment tools.

Responsibilities

1. Act as first line support for queries to MSDLT about online assessment – triaging, and resolving or escalating, as appropriate.
2. Assist course teams, under the guidance of other MSDLT staff, with the administration and delivery of computer-based exams in our online assessment systems (currently Inspira, ExamWrite and Speedwell), including:
 - a. Maintaining an exam calendar and tracking progress with exam production.
 - b. Communicating with course teams.
 - c. Input of questions authored in Word, etc.
 - d. Checking that questions adhere to agreed standards and correcting, if necessary.
 - e. Maintaining question banks, from which examiners choose questions for future exams.
 - f. Creating exams from new or existing questions and scheduling for students.
 - g. Generating results and analysis, and securely distributing to course teams.
3. Assist course teams, under the guidance of other MSDLT staff, with administration and content management in the virtual learning environment, Canvas, and associated tools, such as Panopto (lecture recordings) and H5P (interactive activities). This may include:
 - a. Entering content and learning activities.
 - b. Assigning access to Oxford and non-Oxford users.
 - c. Annual rollover of courses for the following year's cohorts.
4. Assist course teams, under the guidance of other MSDLT staff, with administration and content management in other centrally and locally provided tools, such as Vevox for audience response, and MedSwipe for attendance monitoring.
5. Assist with maintaining documentation and other administrative tasks to support MSDLT's activities.
6. Participate in annual Personal Development Reviews and take advantage of appropriate training opportunities, in order to keep up to date with relevant skills and developments.
7. Undertake other tasks such as the senior members of the team might from time to time reasonably require.

Selection criteria

Essential selection criteria

1. Be an experienced user of standard MS Office applications and enjoy exploring and getting up to speed with new software applications.
2. Have experience of working in an administrative or course support role.
3. Have good written English, an eye for detail and the ability to proofread your own and others' work.
4. Be able to enter data with a high level of accuracy and attention to detail. This is obviously crucial when working with exam questions and data.
5. Be able to handle a busy and varied workload and demonstrate a proven track record of delivering work on time and to a high standard.
6. Be capable of working with minimal supervision with the ability to use your initiative and to take responsibility for solving problems and resolving issues.

7. Have good interpersonal skills and be able to work with tact and diplomacy to establish and maintain good working relationships with colleagues at all levels.
8. Be an excellent team worker, capable of working in a multi-disciplinary team.
9. Demonstrate good listening and questioning skills, to gain a good understanding of users' needs and interpret their requirements accurately and efficiently.

Desirable selection criteria

1. Experience with specific digital education tools used by the University of Oxford from either a student or staff perspective – see <https://www.ctl.ox.ac.uk/digital-tools> for a current list.
2. Working knowledge of the basics of editing and manipulating HTML, image, audio and video files.
3. An understanding of digital technologies and their application for teaching and learning.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments, 5 non-clinical departments and two Institutes/Centres. All of the Division's departments are in receipt of Athena SWAN awards that recognise advancement of gender equality: representation, progression and success for all.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

The Medical Sciences Division is one of the four academic divisions within the University, (Humanities Division, Social Sciences Division, Mathematical, Physical and Life Sciences Division, and the Medical Sciences Division). Each division has its own academic Head of Division and a divisional secretariat, led by the Divisional Secretary.

The division is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Much of the discussion and decision-making is undertaken by the divisional board and its principal committees.

The Divisional Office for Medical Sciences is based at the John Radcliffe Hospital. The administrative and secretarial staff of the Divisional Office is formally part of the Academic Administration Division of the University administration, and report to the Divisional Registrar.

The University of Oxford is a member of the [Athena SWAN Charter](#) holds an institutional Silver Athena SWAN award.

For more information please visit www.medsci.ox.ac.uk.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename. You should upload a CV and cover letter in pdf format.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
<https://staff.web.ox.ac.uk/recruitment-support-faqs>

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>